

2019

South Central Illinois Continuum of Care

Governance Charter

Approved SCICOC Board
1/9/2019



PURPOSE and MISSION OF THE CoC

The purpose of South Central Illinois Continuum of Care (SCICOC) is to assist individuals and families experiencing homelessness and to provide the services needed to help such individuals move into transitional and permanent housing, with the goal of long-term stability. The continuum's policies, strategies and activities toward ending homelessness includes the eighteen counties of Clark, Coles, Crawford, Cumberland, Douglas, Edgar, Jasper (Eastern Region), Moultrie, Shelby, Christian, Montgomery, Fayette, Effingham, Clay (Central Region) and Macoupin, Greene, Calhoun and Jersey (Western Region). Its mission is to provide comprehensive service coordination to achieve stability for those facing homelessness. The SCICOC work includes gathering and analyzing information to determine local needs of people experiencing homelessness, implementing strategic responses, educating the community about homelessness, providing advice and input on the operation of homeless services and measuring the CoC performance.

RESPONSIBILITIES

The SCICOC is open to any community based organization and the structure of the continuum includes, a CoC Governing Board, a Collaborative Applicant Lead Agency and a Homelessness Management Information System (HMIS) Lead Agency.

The CoC will hold meetings of the full CoC membership at least semiannually. The SCICOC Governing Board will post the membership meeting date, time and location on the continuum websites, at least one month in advance to generate participation. Given the large SCICOC geography, arrangements will be made to ensure participation by those who cannot travel to the meeting location through the use of electronic means. The SCICOC may conduct membership meetings more often for the purposes of activity planning, ongoing communication, staff training, etc.

Operating the Continuum of Care

- It is the responsibilities of the SCICoC Governing Board to periodically update the Governance Charter, including procedures and policies needed to comply with HUD requirements and with HMIS requirements. A code of conduct and recusal process (conflict of interest) for the SCICOC Governing Board, its officers and any person acting on behalf of the SCICOC Board shall be included in the process. Amendment of the Charter requires a majority vote of those present at a CoC regularly scheduled meeting, provided that notice of the meeting and vote was publicized at least one month prior to the CoC meeting.
- Provide oversight to a centralized or coordinated assessment system in consultation with ESG fund recipients. This system will provide an initial assessment of the needs of individuals and families for housing and services.

- Establish and consistently follow written standards for providing CoC assistance in consultation with ESG fund recipients.
- Consult with recipients and sub recipients to establish performance targets appropriate for the population and program type and in keeping with performance goals set by HUD.
- Monitor performance of CoC and ESG recipients and sub recipients as outlined by existing policies.
- Evaluate the outcomes of projects funded under ESG and CoC programs as outlined by existing policies.
- Take action against ESG and CoC projects that perform poorly.
- Report outcomes of ESG and CoC projects annually to HUD.
- Assign working committees as needed for continuum planning purposes

MEMBERSHIP OF THE CoC BOARD

The SCICOC Governing Board is the lead decision making body of the SCICOC. The Board is comprised of between 11 and 17 member representatives. When adding members above the minimum number of 11, efforts will be made to maintain an odd number. The following agencies and community representatives will be recruited, as needed, to form a robust group of mainstream service providers. These agencies impact and are impacted by homelessness, provide access to critical resources and bring experience at ending homelessness and rehousing expertise. This Board structure will provide the CoC with the guidance and influence needed to effectively implement policies, strategies and activities toward ending homelessness.

- Community based organizations that are funded by SCICOC: no more than 40% of the total membership
- Workforce Development Agency: 1 member
- Veterans: 1 member
- Homeless or formerly homeless: at least 1 member
- Public Housing Authority: 1 member
- CoC non-funded agency representative: at least 1 member from relevant organizations listing
- Educational programs targeting homeless youth: 1 member
- Mental Health and/or Substance Use Disorder system: 1 or 2 members.
- Representatives from relevant organizations such as victim service providers, faith based organizations, governments, businesses, advocates, public housing agencies, school districts, social service providers, hospitals, universities, affordable housing developers, law enforcement, and organizations that serve formerly homeless individuals.

Term of CoC Board Membership

Board members will serve a three (3) year term and may be re-nominated for additional terms upon written request by the member. Approval will be granted at the discretion of the Board of Directors.

Leadership of the CoC Board

The SCICOC Board shall have a President, Vice President and Secretary who will be selected annually by a majority vote at the annual meeting of the Board in January and shall serve one-year terms. These officers serve as the CoC Executive Committee (EC) along with 2 Board Members representing non-funded CoC agencies. Any vacancies that occur may be filled at any meeting of the Board of Directors and will serve the remaining period of the position which is being filled. The EC will strive to have representation from all three geographic areas within the COC.

Leadership Responsibilities

The President's duties will include:

1. Serve as leader of the SCICOC;
2. Engage in activities relevant and appropriate to the purpose, charge and powers
3. Preside over meetings of the SCICOC;
4. Assist in establishing an agenda for all meetings;
5. Appoint Committee Chair and members.

Vice President's duties will include:

1. Act as President, having all privileges and powers in absence of, or inability of, the President;

Secretary's duties will include:

1. Keep records of SCICOC Board meetings including delivery of minutes and attendance sheets to Lead, when needed.
2. Make minutes of each meeting available to CoC Lead to ensure all members have access to information at least two (2) weeks prior to each SCICOC meeting

Board Meetings and Member Responsibilities

The SCICOC Board members will meet a minimum of four (4) times annually at a location chosen strategically for ease of membership attendance. The Annual Meeting to be held in January of each year. All Continuum Board meetings will be open to the public.

Meetings may be held by conference call or in person. Members will notify the chair of their expected absence in advance of scheduled meetings.

Members who fail to attend two (2) or more meetings during the course of a year, or who are deemed to be not meeting their responsibilities to the CoC, may be asked to step down. If a Board member wishes to resign, the Board member shall submit a letter of resignation to the President at least two weeks before the resignation date. The CoC Executive Committee will be responsible for finding a replacement for a person who is asked to step down or who resigns to fill the rest of the empty seat. If the vacancy is created within an agency who appoints their own member, that agency will be asked to provide a replacement.

Board members responsibilities include:

- Attend regular meetings and contribute to informed dialogue on actions the group undertakes
- Nomination and selection of Governing Board.
- Elect the Governing Board Officers
- Serve on at least one committee of the SCICOC
- Provide overall direction and leadership of the CoC process
- Provide strategic planning, goal-setting and decision making on behalf of the CoC
- Establish, monitor and evaluate system and program outcomes for evaluation purposes
- Establish priorities for and making decisions about the allocation of CoC resources
- Receive reports and recommendations from sub-committees and task groups
- Provide official communication from the CoC including advocacy, and public education events.

CoC Board Selection

The Board selection process will occur at the January CoC Board Meeting. The selection process is as follows:

- a) - Community based organizations, government agencies or person currently or formerly homeless (See CoC Membership) are eligible for nomination by the CoC and/or the Board and selected by the CoC Board. The nomination process will be:
 - Any individual or organization interested in serving on the CoC Board shall be nominated either by self-nomination or through nomination by another person;
 - Nominations may be offered to Board President by December 31st.

- Board President will forward nominations to membership and marketing committee for review
- Membership and Marketing Committee will review and recommend to full board at January Meeting.
- Governing Board shall select from each category by majority vote.

Decision Making

A quorum exists when at least 50% of the current seated CoC Governing Board members are present. A majority vote of members constitutes an act of the CoC Board. A quorum and votes may be reached by telephonic communication or in person.

Voting Privileges

Proxy voting or telephonic voting will be allowed if it fosters greater involvement across the geographic area of the entire CoC.

CODE OF CONDUCT

In accordance with Federal regulations (2 CFR part 200), SCI CoC enforces the following:

Conflict of Interest

No member shall vote on or participate in the voting discussion of any matters that directly affect the financial interests of that member, his/her immediate family, his/her employer, or an agency or group for which s/he serves as trustee. Members may not vote on the funding or reallocation of funding in which they or a family member are employed or have a financial interest. In addition, no member shall participate during the voting discussion of any funding or reallocation of funding to the organization in which they or a family member are employed or have a financial interest.

It is the responsibility of each individual to disclose any conflict of interest before a discussion and vote occurs. Disclosure should occur at the earliest possible time. Individuals with a conflict of interest should abstain from voting on any issues in which they may have a conflict. An individual with a conflict who is the CoC Board co-chair shall yield that position during discussion and abstain from voting on the item.

All Board members will be asked to sign an annual agreement with the Conflict of Interest Policy Statement at the Annual Meeting.

Prohibits Continuum of Care Board, its chair(s), and any person acting on behalf of the board, the solicitation and acceptance of gifts and gratuities in excess of minimal value

Designating and Operating a Collaborative Applicant for Funding

- The SCICOC Governing Board will designate a collaborative applicant to coordinate and submit the required application information from all recipients and sub recipients for HUD CoC funding:
 - Produce planning materials
 - Assist board and committees in carrying out their duties
 - Coordinate needs/gaps analysis
 - Collect and report performance data
 - Monitor program performance
 - Facilitate collaboration
 - Facilitate the collaborative application for CoC funds

Designating and Operating an HMIS Lead Agency

The SCICOC Governing Board appoints the HMIS Lead Agency which is the only entity eligible to apply for HUD HMIS funding for the CoC. The HMIS Lead Agency has the following responsibilities:

- Annually update and implement an HMIS Governance Charter.
- Review, revise and approve an annual CoC HMIS data privacy plan, data security plan and data quality plan.
- Ensure that the HMIS is administered in compliance with HUD requirements.
- Provide support and make all efforts to ensure consistent and accurate HMIS participation by all CoC and ESG recipients and sub recipients.

RELATIONSHIP BETWEEN SCICOC BOARD AND THE FULL CoC MEMBERSHIP

SCICOC Board meetings will be open to the full membership and the public and the CoC website will post Governing Board Meeting minutes to raise awareness to all members of the CoC. Between CoC meetings the CoC Board Executive Officers will keep the full membership involved by ensuring that CoC members participate in workgroups/committees and task forces and by sharing information (including minutes of meetings, resources for homeless service

providers, data about homelessness in the region and funding opportunities) via email lists, website, or other electronic means.

CoC Planning

- Work closely with all providers in the CoC to implement a housing and service system that includes outreach, engagement, assessment, shelter, housing, supportive services and homelessness prevention strategies.
- Plan for and conduct an annual point-in-time count (PIT) of persons experiencing homelessness across our full CoC that meets HUD requirements including a housing inventory of shelters, transitional housing, and permanent housing reserved for persons experiencing homelessness in general, and chronically homeless persons and Veterans specifically, as HUD requires.
- Conduct/contract with entity to conduct annual gaps analysis of the needs of people experiencing homelessness as compared to available housing and services with the CoC region.
- Coordinate with the area's Consolidated Plan.
- Consult/contract with entity to work with ESG recipients and those allocating the ESG funds and report on and evaluate the ESG recipient and sub recipient performance.

CoC MEMBERSHIP

SCICOC membership is open to any community-based organization, government agency or person who is or has experienced homelessness and willing to actively participate in a comprehensive and long term collaborative planning and outcome-based process focused on issues of the needs of individuals and families experiencing homelessness or at risk of homelessness in our communities.

All CoC members and Board members will be responsible for recruitment efforts to engage new CoC members. Recruitment efforts will be documented by the Membership and Marketing Committee. The SCICOC will identify and address membership gaps in essential sectors from key providers and other vital stakeholders. The CoC Governing Board, or its designee, will recruit members to ensure that membership requirements set forth in this Governance Charter, including representation of specific populations and organizations are represented. Specifically,

outreach will be conducted to obtain membership from the following groups as they exist within the SCICOC geographic areas and are available to participate in the CoC:

- Community Action Agencies
- Nonprofit Homelessness Assistance Providers
- Department of Human Services
- Sheriff's/Police Department
- Landlords
- Public Housing Authority
- Mental Health
- Veterans Service Organizations
- Workforce Agencies
- Local Government Officials
- Hospital Personnel
- Faith Based Organizations
- School Districts
- Universities
- Affordable Housing Developers
- Domestic Violence Providers
- Homeless Liaisons
- Formerly Homeless Persons
- Other relevant organizations which may include Substance Abuse Providers, Funders, Foster Care and Youth Providers.

SCICOC MEMBER RESPONSIBILITIES

It is the responsibility of all SCICOC members to assist the CoC in carrying out all of its duties by participating in meetings, collaborating with each other, engaging in discussions about homelessness in their local communities and participating in SCICOC committees and task forces.

COG COMMITTEES AND WORK GROUPS

The SCICOC Governing Board shall appoint committees, subcommittees or workgroups to fulfill the work of the CoC. Much of the CoC's work is conducted at committee and workgroup meetings. Standing committees may include: CoC Board Executive Committee, Rating and Ranking Committee, Data Leadership and Performance Measure Committee (formerly HMIS committee), Planning and Assessment Committee and the Membership and Marketing Committee.

The CoC Board will appoint committee and sub-committee chairs. Representatives of the CoC Board will be represented in each committee. Other committee members will include relevant CoC members and other interested stakeholders or experts. Each committee will have a clear purpose, goals, anticipated outcomes and overall timelines for addressing issues or problems that it was appointed to address. All committee meetings will be open to the public and will be held as necessary to accomplish their tasks. Committees and workgroups will present their progress to the CoC Board at each appropriate Board meeting and will make reports at the CoC meetings as scheduled.

The SCICOC may also create ad-hoc committees from time to time to develop recommended solutions to a specific issue for which they are created.

The **Executive Committee** will be comprised of 5 members, including the SCICOC Board President, Vice President and Secretary. At least two members of the EC must represent non-funded CoC agencies. The EC will strive to have representation from all three geographic areas within the CoC.

Responsibilities include:

- a. Conduct the CoC business between meetings;
 - b. Vote on actions appropriate for membership approval;
 - c. Prepare a yearly calendar for regular meeting dates; and
 - d. In consultation with the collaborative applicant and the HMIS Lead Agency will develop, follow and periodically recommend needed changes to the Governance Charter. All changes to the governance charter will be submitted to the full CoC for a vote at a regularly scheduled meeting in October.
 - e. Reappointment of a Governing Board replacement in the instances where an individual is asked to step down or who resigns to fill the rest of the appointment. If the vacancy is created within an agency who appoints their own member, that agency will be asked to provide a replacement.
 - f. Other duties as assigned.
1. The **Membership and Marketing Committee** will be comprised of at least three (3) members. Responsibilities include:
 - a. Ensure that event notices and information pertinent to members is distributed appropriately
 - b. Actively promote general CoC membership participation from all regions of the CoC;
 - c. Provide a quarterly report of activities as well as attendance reports of all CoC meetings to CoC Board meetings;
 - d. Track member participation;
 - e. Nomination review and recommendations.
 - f. Other duties as assigned by CoC Governing Board.
 2. The **Planning and Assessment Committee** will be comprised of at least 3 members. Responsibilities include:
 - a. Ensure that an annual needs assessment process is conducted;
 - b. Provide quarterly reports of activities to CoC board;

- c. Ensure that the annual Housing Inventory Chart and other HUD data collection and reporting requirements are met.
 - d. Ensure that an annual Point-In-Time (PIT) survey is conducted pursuant to the HUD data collection notice.
 - e. Other duties as assigned by CoC Governing Board
3. The **Data Leadership and Performance Measure Committee (formerly known as the HMIS Committee)** will be comprised of at least three (3) members.
Responsibilities include:
- a. Implement the Homeless Management and Information System (HMIS) to collect and report all data to HUD.
 - b. Provide data quality review leadership to all HMIS agencies
 - c. Provide leadership to the work of using data to make decisions about resource use within the CoC.
 - d. Other duties as assigned by CoC Governing Board.
4. The **Monitoring, Review, and Ranking** Committee will be comprised of at least (3) Board members. No members may be affiliated with an agency or project that is funded by HUD’s CoC or ESG programs.
Responsibilities include:
- a. Monitor all projects funded by HUD’s ESG or CoC programs for compliance and outcomes, on a quarterly basis.
 - b. Review all projects proposed for inclusion in the annual HUD CoC Application or ESG allocation, and recommend that each project be accepted, rejected, or revised.
 - c. Develop and implement an objective, collaborative, transparent, and fair process to review and rank performance criteria of all projects accepted for inclusion in the annual HUD CoC Application. Development of the process to include important local priorities.
 - d. Recommend final project rankings for the annual CoC Application to the Governing Board.
 - e. Serve as an appeal panel of any appeals of rankings.
 - f. Perform other duties as assigned by CoC Governing Board.